



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY LOGISTICS UNIVERSITY  
ALPHA COMPANY, 71<sup>st</sup> TRANSPORTATION BATTALION  
2401 QUARTERS ROAD  
FORT LEE, VIRGINIA 23801-1705

ATSZ-BNA

10 June 2015

MEMORANDUM FOR Logistics Captains Career Course (LOG-C3) Students

SUBJECT: Welcome Letter and Information

1. The objective of the Logistics Captains Career Course (LOG-C3) is to prepare you for command of support companies or serve as multifunctional logistics branch staff officers. While attending LOG-C3 you will be part of Alpha Company, 71<sup>st</sup> Transportation Battalion at the Army Logistics University (ALU). At the company level, you will be provided with the administrative support required for all LOG-C3 students.

2. The resident portion of LOG-C3 is 20-weeks and three days, divided into two phases. LOG-C3 provides company grade officers an advanced learning environment focused on staff officer planning, company command, multifunctional logistics at the tactical and operational levels, and exposure to Unified Action Partners (UAP). The Course is presented in two segments.

a. The first segment of LOG-C3 is Common Core. Common Core focuses on developing fundamental competencies for company grade officers and preparing those officers for company command and staff positions. During the Common Core, students will be introduced to updated U.S Army Doctrine and will conduct multiple exercises as a Combined Arms Battalion Staff. Students should have a basic knowledge of Army Doctrine Publications and Operational Terms and Graphics, prior to reporting to LOG-C3.

b. The second segment of LOG-C3 is the logistics aspect. The Logistics aspect primarily focuses on broadening the officer's understanding of the three levels of logistics and developing a concept of support. Students are exposed to tactical and operational multifunctional logistics (Transportation, Quartermaster, Ordnance, and Medical Services) and prepare sound logistics plans in the form of sustainment orders and annexes.

3. The following is general information about the resident course and Fort Lee. You can access additional information by going to the University's home page at <http://www.alu.army.mil/> or [http://www.alu.army.mil/ALU\\_STDINFO/ALUSTDINFOCOMPANIES-ALPHA.htm](http://www.alu.army.mil/ALU_STDINFO/ALUSTDINFOCOMPANIES-ALPHA.htm).

4. Signing in/In-processing at Fort Lee on or before report date:

a. Alpha Company, 71<sup>st</sup> Transportation Battalion is located inside the Army Logistics University on the first floor, room 1450; the address is 2401 Quarters Road, Fort Lee, VA. 23801

ATSZ-BNA

SUBJECT: Welcome and In-processing Information

(located off 34th Street and Jessup Street). Click here for directions:

[http://www.almc.army.mil/ALU\\_ABOUT/ALUCAMPUSMAP.htm](http://www.almc.army.mil/ALU_ABOUT/ALUCAMPUSMAP.htm) **Click here for reporting info:**  
<http://www.lee.army.mil/HRD/SOLDIERS.REPORTING.FOR.DUTY.ASPX#PMESStudentsALU>

- (1) Duty hours for Alpha Company: 0830 - 1630, Monday thru Friday. The phone number for the company orderly room is DSN 539-8113/0921 or commercial: (804) 765-8113/0921.
- (2) After duty hours, weekends, and Federal/training holidays. Report to the ALU Staff Duty Officer (SDO) at the main desk on the first floor, for assistance please call (804) 765-8440/8441. You must report in person and in uniform for LOG-C3. If students report after duty hour, you must report to the company at 0730 on the next duty day.

b. The following documents are required to in-process:

- (1) Five (5) copies of your orders
- (2) One copy of your ORB
- (3) Officer records worksheet
- (4) Leave Authorization, DA Form 31
- (5) LOG-C3 student information sheet (will be given upon signing in)
- (6) A copy of a completed GAT survey
- (7) A copy of a completed AT Level 1
- (8) Documentation of current shots and medical (PHA, PDHRA, Dental, Vision, etc.)
- (9) Update and sign your DD93 with A. Co Student Services upon check-in (Ms. Lovato)
- (10) Weapons Registration (<http://www.lee.army.mil/pmo/flp.weapon.registration.aspx>)

c. PCS students are required to in-process the Fort Lee installation. Alpha Company will provide an in-processing checklist. In-processing takes approximately 10 days.

(1) Housing.

i. **On-post.** Contact the Villages at Fort Lee Housing Office to be placed on the housing waiting list as soon as you receive your orders; you can also be placed on the housing waiting list when you sign in at Fort Lee. The Villages at Fort Lee Housing Office is located in the Soldier Support Center on B-Avenue as well as at 1510 Sisisky Blvd, DSN 539-1963 or commercial, (804) 765-1963, (804) 765-1558, or <http://www.fortleefamilyhousing.com/>. Fort Lee Housing is able to project availability.

ii. **Off-post.** For assistance in locating suitable off-post accommodations, contact Housing Services Office (HSO) at DSN 539-1960 or commercial (804) 765-1960. Also, AHRN has local rentals and sales listings available at <http://www.ahrn.com>.

d. TDY students (M-Day National Guard) must enroll their families in DEERS at home station prior to arrival on Fort Lee. Upon arrival, stop by the Soldier Support Center to ensure all entitlements for medical care is up to date in DEERS. Military Training Services Support (MTSS) is no longer authorized, so please ensure you check into Lodging upon arrival. If

ATSZ-BNA

SUBJECT: Welcome and In-processing Information

lodging on post is unavailable, a “Certificate of Non-availability of Government Quarters” will be issued and you will be provided a list of hotels off-post that will fit the per-diem rates. Monthly travel voucher settlements will have to be submitted.

e. Permissive TDY must be completed prior to your report date. You will be authorized 10 days of Permissive TDY to secure housing, register your children for school, and/or to finalize quarters. You may sign out on leave if you have leave days accrued and time permits prior to starting class.

f. Upon in-processing, Alpha Company will provide the date for student to report to ALU, Building 12420, NLT 0630 for the company welcome brief. Alpha company will provide a timeline to report for weigh-in. Uniform for the weigh-in is the improved physical fitness uniform (IPFU). LOG-C3 orientation will begin promptly at 0830 by the LOG-C3 staff. Uniform is the ACU or equivalent.

g. In-processing with the Finance and Accounting Office will be accomplished on the first day of class if it was not accomplished during the period after your report date. Do It Yourself (DITY) documents are turned in by appointment to the Installation Transportation Office and have a six (6) day turn around before you can pick them up and turn them in to Finance at Soldier Support Institute.

h. Medical Service personnel enroute from Fort Sam Houston must close out all travel vouchers for TDY travel and reimbursements. Ensure you have copies of the DA Form 1610 and/or PCS orders. You will in-process the installation as a PCS student and Alpha Company will provide an in-processing check-list upon arrival.

i. **In-processing tips:** Your report date has been adjusted to 14 days prior to your start date to facilitate in-processing. Bring enough money to cover initial expenses; remember, off post housing often requires unexpected costs (e.g., apartment deposits, utility deposits, phone installation, etc.). Hand-carry all official records (e.g., military personnel, medical, dental, financial, and training records).

5. **Household Goods:** As soon as you have secured quarters, contact Fort Lee Transportation Office to set up delivery of your household goods or make storage arrangements. Do not schedule household goods delivery during instruction period without coordination with your instructor. The Transportation Office is located in the Soldier Support Center on B-Avenue, DSN 687-4449 or commercial (804) 734-4449.

6. **Physical Training and Weigh-In Requirements:** You must arrive in good physical condition and meet the APFT standards outlined in FM 7-22, Army Physical Readiness Training (APRT). You are required to meet the Height/Weight standards outlined in AR 600-9, The Army Body Composition Program (ABCP). The Height/Weight screening will be administered the week prior to your class start date. The APFT will be administered within the first week of your class start date.

a. **Army Body Composition Program - Administrative:** Students not meeting height/weight screening requirements will be flagged and enrolled in the Army Body Composition Program (ABCP), IAW AR 600-9. One retest height/weight screening will be administered no earlier than 7 days and no later than 24 days after the initial screening. Soldiers who subsequently fail to meet height/weight standards will be removed from the course.

b. **Army Body Composition Program - Academic:** For professional military education (PME) courses with multiple phases, the initial height/weight screening will be administered during the first phase of the resident course. One retest height/weight screening will be administered no earlier than 7 days and no later than 24 days after the initial screening. Soldiers who subsequently fail to meet height/weight standards will be removed from the course.

c. **APFT - Administrative:** Students that do not pass the initial APFT will be flagged IAW AR 600-8-2. One retest APFT will be administered no earlier than 7 days and no later than 24 days after the initial testing. Soldiers who subsequently fail the APFT will be removed from the course. Students who are flagged for failure to pass the APFT or comply with the Army height/weight standards are not eligible for selection, scheduling or attendance at the PME schools and/or courses. Any Soldier who is flagged becomes eligible for scheduling and attendance at the PME schools and/or courses once the flag is removed.

d. **APFT - Academic:** The DA Form 1059 (Service School Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height/weight standards will be annotated in block 11d "Failed to Achieve Course Standards." Soldiers who fail to achieve course standards are not eligible to enroll in any PME courses for 6 months after their dismissal. The 6 month waiting period begins on the day after the DA Form 1059 is signed. Soldiers who failed to pass the APFT and/or meet the height/weight screening a second time is not eligible to enroll in any PME courses for 1 year after the second failure.

#### 7. Uniform Requirements:

a. **Duty uniform is the ACU or equivalent:** The Army Combat Uniform (ACU) is the primary uniform while attending LOG-C3. The Army Logistics University unit patch will be worn during course attendance for students who have PCSed to Fort Lee. Reserve Component students will wear their unit patch and crest. The graduation uniform for US Army students is the Army Service Uniform (ASU).

b. **Improved Physical Fitness Uniform (IPFU):** The IPFU will be worn when conducting physical training (all components are required regardless of weather conditions) with the addition of a blue reflective belt (worn over your shoulder, right to left). You are encouraged to acquire all uniform items at your current station prior to arrival at Fort Lee. The local military clothing sales store may be out of stock of common sized items. The new Army Physical Fitness Uniform (APFU) is optional and approved for wear on campus.

8. **Class Schedule:** Classes are scheduled from 0800-1730, Monday through Friday. Physical

training is conducted on an individual and/team basis during the week and a Company Run is conducted on the last Friday of each month from 0600-0700. Formation will be directly behind Clark Fitness Center between B-Ave and C-Ave. A minimum of three times per week is recommended to maintain good physical fitness. Additionally, students can participate in the combatives program which can start as early as 0530 and go as late as 2300. Students are expected to be present for all scheduled classes. Do not make arrangements for days off, household goods processing, POV pickup, and other similar absences without prior approval from your instructor or the LOG-C3 Course Director.

**9. Child Care and Schools:** For those students requiring child care, information concerning the facilities and programs available can be obtained by contacting Child Development Services, DSN 687-3848 or commercial (804) 765-3848. School information is located on the Army Community Services website under MWR website: [www.leemwr.com](http://www.leemwr.com) or you can contact the Schools Liaison at 804-765-3813.

**10. Federal and Training Holiday Schedules:** Wait until you have in-processed A-CO Administrative Services before you make any Holiday plans. Our schedule may differ from your previous units. The schedule will be posted but you must seek your instructor and Company Commander's approval before you purchase tickets. There will be no travel to foreign countries authorized while on pass or during your course.

**13. Staff Duty:** There is a requirement for LOG-C3 students to provide staff duty for the University on a rotational basis. Schedules will be posted as soon as they are created. There will be a cut off on pass and leave submissions prior to the SDO roster being published in the event of long weekends and/or major holidays. See your instructor for more guidance.

**14. Taskings:** Similar to line units, we do receive taskings that students must fill (escorts for distinguished visitors, spring/fall clean-up, installation runs, installation ceremonies, etc.). Students are not exempt from these taskings. Additionally, there will be a student chain of command that we will utilize to ensure administrative information as well as operational taskings are passed to the student during attendance here. The teams S1 and XO will work hand in hand with the company chain of command to ensure all deadlines are met.

**15. Facebook Page:** At the direction of the Commander, Sustainment Center of Excellence (SCoE), a Facebook page has been developed to provide public access to non-classified information about the SCoE, Fort Lee, VA and the surrounding civilian community. Access to this page does not require a Common Access Card (CAC) and information on this page is designed for family members of Soldiers assigned to the SCoE. It is recommended that you provide this link to your family members <http://www.facebook.com/SCoECascom>.

**16.** A summary of important phone numbers is enclosed for your convenience. If we can be of assistance before your arrival, feel free to contact A-CO's Administrative Services (see below).

ATSZ-BNA

SUBJECT: Welcome and In-processing Information

<b>Office</b>	<b>Commercial</b>
Commander	(804) 765-8130
1SG	(804) 765-8129
ALU SDO	(804) 765- 8440/8441
Administrative Services	(804) 765-0921
Housing Division	(804) 765-1963
Fort Lee Lodging	(804) 734-6698
Child Development Services	(804) 765-3848
Post Operator Assistance	(804) 765-3000
Post IOC	(804) 734-7993

17. Contact the LOG-C3 course director at 804-765-8401 or DSN 539-8401 with academic questions and A-CO Student Services at (804) 765-8113/0921- or DSN 539-8113/0921 for administrative assistance.

*///Original Signed///*

BOMBE LEE

CPT, LG

Commanding